

The purpose of this data collection is to gather Prime Time Data for the 2004-2005 school year. Prime Time Data is to be reported by public schools and charter schools. This report can be submitted collectively as a corporation or individually by school. The Division of School Finance requests that the final report be printed and signed and returned to them as a corporation report. The report, when completed accurately will contain a signature line similar to the Prime Time Data Sheet mailed to each corporation.

## Instructions

The required data can be collected, combined into a file, and submitted to the Department of Education through the secured Application Center. The file may be of any of the formats contained in this document and must contain all the fields in the order described. Additionally, a data entry form for Part I and Part II of the Prime Time Data Sheet will be available in the Application Center.

The **required collection period** will begin on **September 17, 2004** and last until **October 1, 2004**, which is the **final** date for submission. During this time you are required to submit the file to the Application Center, review the processing results of the data transfer, and review the report in the Message Center for any errors that are a result of totals for part I and part II not balancing. Also available in the Application Center is a data input form. Upon completion, review the reports in the Message Center for accuracy and keep a final copy on file. If there are any errors or inaccuracies you may correct the data and transmit the file again until the end of the collection period. The division of School Finance has requested that a copy of the report, complete with signature line, should be signed and returned to the department.

## Prime Time Data Part I Data Layout

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1	Corporation Number	4	State Assigned Corp ID  <b>Required Field: YES</b>	
2	Grade Level	2	<b>Prime Time Grade levels</b>  <b>Allowable Values Are:</b> KG = Kindergarten 01 = Grade 1 02 = Grade 2 03 = Grade 3 04 = Grade 4 05 = Grade 5  <b>Required Field: YES</b>	
3	ADM	7	Total number of students in the regular classroom more than 50 percent of the day  <b>Allowable Values Are:</b> 0 –5000.00  <b>Required Field: YES</b>	Part I totals equals Part II totals except for Kindergarten. KG students are counted as .5 each regardless of whether your corporation operates a full-day or half-day program.
4	Teachers	7	Number of Teachers for this reported grade level, full-time or prorated count  <b>Allowable Values Are:</b> 0 - 5000.00  <b>Required Field: YES</b>	Kindergarten teachers are counted as .5 for each section they teach.  Teachers in split sections should be prorated to reflect student population
5	Aides	7	Number of aides for this reported grade level, full-time or prorated count  <b>Allowable Values Are:</b> 0, Whole number or .5 only for aides  <b>Required Field: YES</b>	Aides in split sections should be prorated to reflect student population.

## Prime Time Data Part II Data Layout

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1	Corporation Number	4	State Assigned Corp ID  <b>Required Field: YES</b>	
2	Grade Level	2	Prime Time Grade levels  <b>Allowable Values Are:</b> KG = Kindergarten 01 = Grade 1 02 = Grade 2 03 = Grade 3  <b>Required Field: YES</b>	
3	ADM	7	Actual number of students in this classroom  <b>Allowable Values Are:</b> 0 – 5000.00  <b>Required Field: YES</b>	Part I totals equals Part II totals except for Kindergarten.
4	Teachers	7	Actual Number of Teachers for this classroom  <b>Allowable Values Are:</b> 0.10 - 300.00  <b>Required Field: YES</b>	Kindergarten teachers are counted as 1 for each section they teach.
5	Aides	7	Actual Number of Aides in this classroom  <b>Allowable Values Are:</b> 0 – 300.00  <b>Required Field: YES</b>	
6	Rooms with Aides	2	Number of rooms in which this aide assists the teacher  <b>Allowable Values Are:</b> 0-99  <b>Required Field: YES</b>	
7	Split Section	5	Number of corresponding classroom where the teacher and aide are split  <b>Allowable Values Are:</b> 1-50000  <b>Required Field: YES</b>	
8	Classroom Sequence Number	5	Sequential number for each classroom <b>Allowable Values Are:</b> 1-50000  <b>Required Field: YES</b>	

## References

Prime Time Data sheet from the Division of School Finance.

## Example Data File Formats

The following section contains example data files in the allowed comma delimited, positional, and XML formats.

### PRIME TIME DATA PART I

#### Comma Delimited Format

```
8800,KG,20,1,1
8800,01,32,1.75,.75
8800,02,48,2.25,1.25
8800,03,40,2,0
```

#### Positional Format

	10	20	30	40
8800KG	20	1.00	1.00	
880001	32	1.75	.75	

### PRIME TIME DATA PART II

#### Comma Delimited Format

```
8800,KG,22,1.00,1,1,0,1
8800,KG,18,1.00,1,1,0,2
8800,01,18,1.00,0,0,0,3
8800,01,9,0.45,0.5,1,5,4
8800,02,11,0.55,0.5,1,4,5
8800,03,20,1.00,0,0,0,6
```

#### Positional Format

	10	20	30	40
8800KG	22.00	1.00	1 1	0 1
8800KG	18.00	1.00	1 1	0 2

## Change History

The following section contains a history of changes made to the DOE-PT Data Layout.

Version 09.21.04 Grade levels for part II should only be KG, 01, 02, and 03

Version 09.17.04 specific instructions on reportable schools

Version 09.04.04.

Field Order	Fieldname Description	Previous Field Order Location	Notes
3	ADM	3	Notes updated on field #3 to clarify full day kindergarten